

Department of Planning and Community Development
Department of Public Works

Acceptance of New Town Road(s) – Developer Checklist

Name of Applicant: _____

Project Name: _____

Documents required:

1. Two copies of final, stamped As-Built Plans with all bounds set ☐
2. Original roadway deed and all necessary easements including but not limited to access, drainage, slope, cistern, water, sewer, utility and open space. ☐
3. Affidavit from a Title Attorney on behalf of the Developed/Owner citing that the roadbed is clear of all encumbrances ☐

Information Required:

4. Registry number of recorded Subdivision Plan: _____.
5. Width of pavement _____ and width of Right-of-way (ROW) _____.
6. Length of roadway(s): _____.
7. Number of cisterns to be accepted: _____.
8. Cost per linear foot of road \$_____.
9. Total cost of all water services \$_____ and sewer services \$_____, if applicable.

Please submit the completed checklist with all necessary documentation to the Department of Planning and Community Development to start the Road Acceptance process. A Road Maintenance Bond will be required prior to acceptance by the Board of Selectmen in a form and amount to be determined by the Department of Public Works.

Signature of Applicant

Date

Road Acceptance Procedure

Once all documents have been completed and submitted to the Planning Department the following steps are taken:

1. Legal Counsel review of Roadway Deeds and As-Builts
2. Road maintenance bond, if required, be in place.
3. Signatures of Planning and Public Works Director
4. All information is compiled into Road Acceptance Form, reviewed by Road Researcher and sent to the Board of Selectman for approval at a regularly scheduled meeting.

Once the BOS has accepted the road the following needs to be done:

1. Two final copies of As-Builts delivered to the Planning Department.
2. One copy of As-Built is delivered to Lorraine Carson with the original Road Acceptance Form and any applicable deeds, etc.
3. One copy of As-Built is delivered to DPW.

Copy of all Road Acceptance paperwork, including deeds, is distributed to the following departments: Ambulance, Building, DPW, Fire, Planning, Police, and WWTP.

Information Required for As-Built Plans

- ☐ Existing driveways and houses
- ☐ Drainage utilities
- ☐ Water utilities (public or private)
- ☐ Sewer utilities (private or public)
- ☐ Lot lines – direction and distance labeled
- ☐ Monumentation with type labeled
- ☐ Limits of Right-of-way (ROW)
- ☐ Limits of pavement and curbing
- ☐ Wetlands and buffers
- ☐ Lot numbers and sizes
- ☐ Proposed and actual elevations of drainage, water and sewer utilities
- ☐ Easements – type and boundaries clearly labeled
- ☐ Underground and/or overhead utility lines
- ☐ Size and type information for all piping
- ☐ Street names and signage locations
- ☐ Lighting fixtures
- ☐ Sidewalks
- ☐ Guardrails

This list is intended as a guideline for applicable items and may not be comprehensive. Any additional information within the ROW to be accepted by the Town of Milford should be included on As-Built plans.